

Minutes of the Meeting of Costessey Town Council held at the Costessey Centre, Longwater Lane, Costessey, NR8 5AH on Tuesday 13 July 2021 at 7.30pm

Present: Cllrs D Burrill (Chair), G Blundell (Vice-Chair), J Amis, M Bedford, K Deane, G Dole, T East, L Gibbs-Kneller L Glover, S Hannant, G Jones, S Jones, T Laidlaw, P O'Connor, S Sizeland: N Bailey (Deputy Clerk) & L Trabucco (Minutes Secretary). **Observers:** Cllrs J McCloskey, J Newby, J Sealey, and CCllr S Blundell attended via Zoom as members of the public.

TO APPROVE APOLOGIES

259/21: Apologies were approved from Cllr J McCloskey, J Sealey, J Newby who were unable to attend in person. No apologies were received from Cllr I Alam.

TO RECEIVE DECLARATIONS OF INTEREST (pecuniary, non-pecuniary & sensitive)

260/21: None

TO CONFIRM AND SIGN THE MINUTES OF THE FULL ANNUAL COUNCIL MEETING HELD AT 7PM ON 8 JUNE 2021

261/21: RESOLVED to approve the minutes with a minor wording amendment to 247/21 on page 2985 which should read: "The Temporary Travellers' Site was due for an upgrade".

TO RECEIVE COMMITTEE & WG MINUTES & NOTES AND TO VOTE ON THE RECOMMENDATIONS THEREIN:

The following committee minutes were received:

262/21: a) Minutes of the Planning Meeting on 8 June 2021: Signed as received.

263/21: b) Minutes of the Planning Meeting on 22 June 2021: Signed as received.

264/21: c) Minutes of the Staffing WG of 18 June: (recommendations to F, B&S Committee for approval). Signed as received.

265/21: d) Minutes of the Finance, Budgets & Staffing Committee of 18 June 2021: Signed as received. Min F131/21: Draft Gift & Hospitality policy **The Policy had been approved by the Finance Committee.**

266/21: e) Minutes of the Property & Environment WG of 22 June 2021: Signed as received.

Min: PE054/21: To receive an update on the Queen's Hills Play Area Transfer:

RESOLVED that an independent inspection and joint site visit be conducted to identify CTC requirements before handover.

TO RECEIVE UPDATES ON MATTERS IN MINUTES NOT LISTED BELOW (NB: No resolutions may be passed)

267/21: Cllr J Amis confirmed that a £1,000 grant was available to all District Cllrs. Longwater nest swing had been repaired by the Head Groundsman for less than £100.00. Breckland Park: safety fence had been removed and play area was ready to open.

TO ADJOURN THE MEETING FOR 15 MINUTES PUBLIC PARTICIPATION

268/21: No items raised. Due to technical difficulties, it was not possible to hear members of the public speaking.

TO APPOINT COMMITTEES, WORKING GROUP AND REPRESENTATIVES ON OUTSIDE ORGANISATIONS FOR THE CIVIC YEAR AND AGREE THEIR MEMBERSHIP & TERMS OF REFERENCE

269/21: A note had been circulated at the meeting outlining who had expressed an interest in all the positions. Three people was the minimum to be quorate and, after discussions around substitutes, the Chairman reminded those present that notification to the Town Council office needed at least one day's notice, but this could be reviewed. It was noted that the consultation on MP's Constituency Boundaries was closing on 2nd August. A suggestion was to delegate the CTC

response to the Town Clerk. There were no expressions of interest for changes to appointments on outside bodies.

RESOLVED to approve membership of the Committees, Working Groups and Representatives on outside organisations for the Civic year and to agree membership & terms of reference.

270/21: RESOLVED to delegate the CTC response to the consultation on MPs Constituency Boundaries to the Town Clerk.

TO CONSIDER FINANCE MATTERS (see also F,B&S Committee Minutes)

271/21: With the agreement of the Committee items a) & b) were taken together. Approval had been recommended by the Finance, Budgets & Staffing Committee. Thanks were expressed to Cllr G Jones for his work on the accounts.

a) To approve the accounts for April 2021 & receive a budget report & payments over £500:

RESOLVED to approve the accounts for April 2021

b) To approve the accounts for May & receive a budget report & payments over £500:

RESOLVED to approve the accounts for May 2021

272/21: c) To approve payment of the Proludic Invoice of £56,781.04 (to be part funded from S106 monies) and to approve use of the unallocated CIL monies of £13,441.04 towards the balance: Breckland play area and gym equipment had been installed. It was agreed that the final balance would be released upon satisfactory completion / inspection report.

RESOLVED to pay the Proludic Invoice for £56,781.04 plus VAT upon receipt of a satisfactory completion and inspection report.

273/21: RESOLVED to use unallocated CIL receipts of £11,083.25 towards the Breckland Park Play Equipment project costs.

274/21: d) To approve the purchase for the Ifor Williams Trailer at £3,450 net after trade-in of £1,000: Min: PE050/21: To consider a quote for a replacement Groundsman's Trailer:

RESOLVED to purchase the Ifor Williams Trailer at £3,450 plus VAT after trade-in of the old trailer at £1,000 plus VAT.

275/21: e) To approve that TT Jones Ltd replace 20 Street Light Columns at £1,185 plus VAT per column – Total £23,700 plus VAT: It was noted that over the past two years CTC had built up Earmarked Reserves to cover the cost of £1,185 plus VAT per column replacement. Another column required replacement following a road traffic incident at Tower Close and was subject to an insurance claim.

RESOLVED to contract TT Jones to replace 20 Street Lights Columns at £1,185 plus VAT per column – Total £23,700 plus VAT

TO RECEIVE CORRESPONDENCE

276/21: a) Request for support from CCllr S Blundell: A note had been circulated at the meeting and unfortunately due to technical issue it was not possible to hear CCllr S Blundell. After discussions it was agreed that CTC would contact the Planning Authority for a "*position statements with estimated target dates*" as no 'technical updates' had been received for a while.

277/21: Cllr L Glover left at 20.26pm.

TO RECEIVE DISTRICT & COUNTY COUNCILOR'S REPORTS

278/21: Norfolk County Council had appointed Westcotec to install speed mitigation measures on West End.

TO CONSIDER THE LATEST GOVERNMENT GUIDANCE ON COVID-19

279/21: Cases are high and rising, everybody needs to continue to act carefully and remain cautious. Although most legal restrictions would be lifted at step 4 on 19 July 2021, and the requirement to wear face coverings in law would be lifted, Government expects and recommends

that people wear face coverings in crowded areas such as public transport. The new Covid-19 variant (known as Delta) spreads more easily than the other variants that were previously most common. Even if fully vaccinated it is still possible to catch and spread Covid-19. While Government would no longer be instructing people to work from home if they could, Government would expect and recommend a gradual return over the summer. Being outside or letting fresh air in; minimising the number, proximity and duration of social contacts were recommended to prevent the spread.

After discussion it was agreed that for the protection of Cllrs, Staff and Members of the public everybody needed to continue to act carefully and remain cautious, and for CTC to continue as previously. Wearing masks and social distancing should be encouraged and would be reviewed in August.

RESOLVED to continue this discussion in confidence / “below the line”

280/21: THE NEXT MEETING WAS CONFIRMED as Tuesday 10 August 2021 at 7.30pm

281/21: RESOLVED to exclude the press and public from the meeting under the Public Bodies (Admissions to Meetings) Act 1960 on the grounds that it was not in the public interest to disclose on the items below due to the discussions relating to contracts and staffing. Live streaming was stopped due to Council entering closed sessions.

THE FOLLOWING ITEMS WERE DISCUSSED IN CONFIDENCE

282/21: RECOMMENDED that CTC continue to monitor progress in the latest Government guidance on Covid-19

TO APPROVE THE DOCUMENTS FOR TRANSFER OF THE QUEEN’S HILLS COMMUNITY CENTRE & OTHER LAND TO COSTESSEY TC

283/21: Norton Legal were representing the Town Council and an update was given around some tree works requested. Transfer documents including maps were circulated for the transfer of the land under QH Community Centre and other surrounding land to Costessey TC.

RESOLVED to approve the documents for the transfer of the QH Community Centre & other land to Costessey TC. These were to be signed by the Chairman and Vice-Chairman.

TO CONSIDER ANY CONFIDENTIAL ITEMS FROM THE FINANCE, BUDGET & STAFFING COMMITTEE (see above)

284/21: None

TO CONSIDER ANY CONFIDENTIAL ITEMS FROM THE PROPERTY & ENVIRONMENT COMMITTEE (see above)

285/21: None

286/21: The meeting closed at 9:24pm

Chair:

Date: